

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 41

December 19, 2001

**SUBJECT: TRAINING EVALUATION AND MANAGEMENT SYSTEM/PERSONNEL  
HISTORY MANAGEMENT POLICY**

**PURPOSE:** The Training Evaluation and Management System (TEAMS) is a computerized database accessed by Department managers and supervisors to maintain, integrate, and retrieve employee information. Since its inception several years ago, the TEAMS database and policies governing its use have evolved. Various directives have been issued informing Department employees of those changes. This Order solidifies the previous directives into one policy governing the use of the current version of TEAMS.

**POLICY:** The policy of this Department shall be to utilize TEAMS as a tool to review, investigate, monitor, evaluate, and audit the work history and performance of Department employees. The Training Evaluation and Management System accesses personnel management databases including, but not limited to, employee assignment/rank history, attendance, civil litigation actions, discipline, commendations, completed training courses, work permits, uses of force, traffic collisions, and vehicle pursuits. The use of information obtained through TEAMS shall be in compliance with all applicable laws and shall be regarded as confidential. The Training Evaluation and Management System is a "pointer" system and shall not be used as a substitute for an employee's personnel file or other reports or documents which generate a TEAMS entry.

Each employee has access to his/her own TEAMS information. With that exception, only managers, supervisors, the Board of Police Commissioners, and the Inspector General, or their approved designees, shall have access to other employees' TEAMS information. Their level of access will vary based on the criteria and procedure established by the Department and mandated by State law. Managers and supervisors shall utilize TEAMS to review and analyze their subordinates' work on a regular and on-going basis. Those reviews shall include the identification of potential patterns or series of incidents that may, when considered collectively with other relevant information, identify risk-management issues. However, a TEAMS report shall not be used to conclude from its raw numbers that an employee is currently, or has been, a "problem" employee, or is guilty of misconduct.

Each employee is entitled to a copy of his/her personal TEAMS report on a regular basis to ensure its accuracy. All errors

shall be brought to the attention of the entity responsible for entering the data and shall be corrected immediately.

**AMENDMENTS:** This Order adds Section 1/668 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**BERNARD C. PARKS**  
Chief of Police

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